

**Purpose**

The purpose of this policy is to comply with the State of Utah and the Department's rules and regulations concerning the use of all State equipment.

**Policy**

The use and protection of State property is primarily the responsibility of the user and his/her organization.

1. State owned equipment is to be used by authorized persons for official State business, including State issued credit and gas cards.
2. Department of State Motor Pool vehicles are for the use of Department employees in conducting their official activities. Personal use of a state vehicle must be approved and used according to the State of Utah Accounting Policies and Procedures I-13-03.00. Each employee authorized to operate State-owned equipment is required to hold a valid operator's license [Commercial Drivers License, (CDL) where required] and operate the equipment in a safe and prudent manner. The valid license is to be in the employee's possession at all times when operating equipment.
3. Copy machines, FAX machines, etc. are to be used for official State business. Personal use is not allowed unless the cost is reimbursed to the State by the user.
4. Data processing equipment and other information technology asset use is defined in Policy No. 05A-1.
5. Telephones are to be used for State business. It is recognized that occasional personal use may be required. Where this is the case, the call is to be of short duration. If a long distance call is necessary, arrangement must be made by the employee to pay for the call.
6. Taping or recording communications between State employees or State officers and other persons is prohibited, except with the express approval of the Governor upon the recommendation of the Recording Policy Review Board. This board consists of the Attorney General, or designee and the Governor's General Counsel with the Commissioner of Public Safety as an advisor to the Board.
7. Incidence of theft, loss, vandalism or misuse of State property which identifies employee's failure to promptly report such events or negligence as enabling such incidents to occur shall be investigated and appropriate disciplinary action taken.

## **Use of State Equipment**

**Effective: 02/11/94**

**UDOT 05-15**

**Revised: November 30, 1996**

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8. Personal safety protective equipment provided by the Department shall be worn on the job only, and maintained in a sanitary and reliable condition and is in accordance with adopted policy/procedure, wherever it is necessary by reason of hazards of process, environment, chemical hazards or specified work activity. Refer to Policy No. 05-206.
9. Any employee found abusing or misusing State equipment, including using State equipment for personal use will be subject to disciplinary action.